

Thriving Communities Application Form 2027-2028

Guidance notes

Please note that to achieve maximum functionality from the application it is best completed using Microsoft Edge.

Questions marked * are mandatory and must be answered for your application to be processed.

West Suffolk Council will only consider Thriving Communities applications submitted **by the editable PDF process**. If you require assistance with the Thriving Communities forms, please contact thrivingcommunitiesfund@westsuffolk.gov.uk

Section 1. Organisation details

Question	Guidance
Social media links	Please provide links to your social media pages including URL, for example, Facebook, Instagram, X
Type of organisation *	Please select the type of organisation from the dropdown and use the adjacent text both to enter: • Your type if a social enterprise • The name of the larger charity if you are a branch • Company number (if applicable) • Charity number (if applicable) • Type (if you have selected other)
1.1 Which fund are you applying for? *	Please tick one box next to the relevant option. The same organisation cannot apply to both funds even if the projects are different.
1.2 What is the total amount of the funding request? *	Please enter the exact amount of funding you are requesting – depending on the fund you are applying for this can be a maximum of £20,000. Although organisations can apply for this level of funding, the council retains its discretion to take each application on its merits and may grant a smaller amount

1.3 Which local authority area(s) does your organisation currently work in? *	Please select from the options given in the dropdown menu. Please select all if your organisation works across the whole of Suffolk
1.4 Which West Suffolk Council officers have you already engaged with? *	Please provide the name of the officer in the box provided
1.5 Which West Suffolk Council elected members have you already engaged with? *	Please provide the name of the elected member or members in the box provided. We strongly suggest that those applying for the £2,000 to £8,000 fund speak to a local ward councillor.

Section 2. Project details

2.1 Name or title of project *	
2.2 In 160 words please give a brief description of this specific project *	Limit of 160 words. Please provide a summary of the project. If the project is different to the core business, please also make clear what the core business is.
2.3 Which of the Thriving Communities actions does your project meet? *	Please tick the box next to the relevant actions. When a box is ticked, you are required to add information in the text box to explain how the project meets the criteria. Limit of 80 words per box Further detail can be found in the document West Suffolk Council Strategic Priorities 2024 - 2028
2.4 How many people will benefit from your project on an annual basis, and how? *	Limit of 160 words Please review West Suffolk Council Strategic Priorities 2024 - 2028 Please provide an estimated number and an explanation as to how this number will benefit.

2.5 What evidence do you have that there is a need for this project? *	This section must be completed otherwise your project will not be considered for funding. Limit of 160 words.
2.6 What other organisations are you currently working with or planning to work with on this project? *	Please advise us of all other organisations that you are in contact with and your relationship with them. If your project involves food or food safety, it is advisable to contact Community Action Suffolk info@communityactionsuffolk.org.uk
2.7 What role, if any have users and/or the community had in developing this project? *	Limit of 160 words
2.8 What are the expected outcomes of the project and how will these be evaluated and evidenced? *	Limit of 160 words Outcome is a change and or benefit gained by the delivery of the project - i.e. by taking part in the project, participants now feel confident in actively managing their health and wellbeing.
2.9 Is this funding part of an ongoing project? *	Please select either yes or no and provide details, including the start date, if you answered yes.
2.10 For what period will our funding be used? *	Please enter the start and end dates in the boxes provided (the maximum period is one year). The start date should not be earlier than 01/04/2027.
2.11 What is the expected legacy of the project and ongoing benefit(s) after the end of the grant period? *	Limit of 80 words. Please explain what benefits are expected to continue beyond the funding of the project.
2.12 If this is an ongoing project, how do you plan to fund this in the future? *	Limit of 80 words.
2.13 How will you ensure the project is accessible to all relevant individuals and groups, particularly with regards to equality and inclusion legislation? *	Limit of 80 words. For further guidance please visit GOV.UK - Discrimination: your rights: Types of discrimination ('protected characteristics')

Section 3. Financial details – the project

3.1 Breakdown of costs for this West Suffolk project *	These costs should only relate to the project that the funding is being applied for. Delivery staff costs – the total should reflect the number of, and costs of all staff directly involved in the project. You can calculate staff costs by multiplying the hourly rate paid by the number of hours worked. Support staff costs – the total for other staff involved with the project but who are not included in the above. This includes any apportioned costs for senior management such as CEO or CFO. You can calculate staff costs by multiplying the hourly rate paid by the number of hours worked. Operational costs – for example equipment, resources, and materials. Please be specific as to what these costs are. Overhead costs – for example, rent of premises. Capital costs – for example, equipment costs. Publicity and marketing costs – for example leaflet distribution and posters. Volunteer costs – examples could include mileage and refreshment costs. This excludes the cost of hours worked which is covered in a later section. The National Living Wage is currently £12.71 per hour. Please use the blank spaces to detail any other costs you have.
3.2 Breakdown of funding *	Please use the spaces to detail any other funding you have received. Including from West Suffolk Council, or any other local council. The form will let you select the year of the funding bid and whether the application was received, refused or is pending. It is expected that West Suffolk Council are not the sole funder of any project.

	The total amount of funding should not exceed the total costs in section 3.1 If beneficiaries are asked to contribute to the project, please use the space provided to explain how much beneficiaries are expected to contribute, how often and how.
3.3 Explanation of in-kind receipts *	Please use the blank spaces to detail any in kind receipts. Value of volunteer hours can be calculated by multiplying the number of volunteer hours x National Living Wage at £12.71 per hour (per person). In addition to volunteer labour and time in kind receipts can include donated goods and services. These should be calculated either on a hourly rate or at the price you would pay if they were not donated.

Section 4. Financial details – the organisation

4.1 What are your organisation's current reserves or savings? *	Please provide a financial figure for your branch of the organisation.
4.2 Please indicate below any ringfenced funding from your reserves so we can discount any restricted reserves	If you have any monies set aside for a specific purpose, please include these in this section.
4.3 What was your organisation's total income and expenditure for the last financial year? *	Please provide financial figures relevant to your local branch.
4.4 Does your organisation have more than six months running costs? *	Please tick either the yes or no option.
4.5 If West Suffolk Council funded a proportion of the project how would you change your delivery? *	Limit of 80 words. A Families and Communities officer will contact you further to discuss your response to this question.
4.6 Please use this space to add any further information that you have been unable to include in the previous sections.	Limit of 160 words.

Please note that after this section there is a link to an online form which must be completed, information on the information required in this form can be found below.

Your organisations bank details and account name *	If your application is successful, we will make payment direct into your bank account via BACS. Please ensure that your sort code and account number are entered correctly. Payments must be paid into a business bank account.
Your organisation's independent referees *	You must provide us with details of two independent referees. Your referee must be a person with a professional or public position whose status we can check. They must be completely independent of your organisation but be knowledgeable about its operation and know about the project for which you are requesting funds
Supplementary documents checklist *	The following documents need to be emailed to us with your completed application. • constitution or signed set of rules • last year's annual accounts or financial statement signed by your treasurer • copies of written quotes or catalogue pages, if asking us to fund equipment • insurance details • equal opportunities policy, signed by your management committee • child protection policy, if applicable, signed by your management committee • vulnerable adults policy, if applicable, signed by your management committee • documentation as proof, the applicant organisation is a 'start-up' trading within the first three months of business You will also be expected to confirm: • you are not indebted to the council through Council Tax, business rates, BID levies, commercial waste, planning or rents • if you are in receipt of any other grants issued from West Suffolk Council • if you are subject to any enforcement action from West Suffolk Council • if you are subject to any enforcement action from West Suffolk Council
Declaration *	This must be signed by someone with a position of authority within the organisation.

Once your application has been completed, please email it, along with any information to support your application to thrivingcommunitiesfund@westsuffolk.gov.uk